

**OFFICE OF THE INSPECTOR GENERAL
LIBRARY OF CONGRESS
NOTICE OF POSITION VACANCY**



THE OFFICE OF THE INSPECTOR GENERAL LIBRARY OF CONGRESS IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES, WOMEN, AND PERSONS WITH DISABILITIES WHO MEET ELIGIBILITY REQUIREMENTS ARE STRONGLY ENCOURAGED TO APPLY (see remarks).

Announcement No. LOC00- 0150

Opening Date: 7/31/00

Closing Date: 8/21/00

☐ Bargaining Unit

☒ Non Bargaining Unit

POSITION: Auditor, GS-511-12/13

**Pay Range: GS-12 \$51,204 - \$66,564
GS-13 \$60,890 - \$79,155**

PROMOTION POTENTIAL: If selected at the lower grade level, may be noncompetitively promoted to the GS-13 level

**ORGANIZATION LOCATION: Office of the Inspector General
Library of Congress**

AREA OF CONSIDERATION: All Sources

NUMBER OF POSITIONS: 1

DUTY LOCATION: Office of the Inspector General, James Madison Memorial Building, Washington, DC

TRAVEL REQUIREMENTS: 10%

Relocation expenses will not be paid

This position is in the excepted service.

Your application may be referred for similar vacancies in OIG/LOC.

DUTIES:

1. Submits input in the development of the OIG's annual overall audit plan identifying needed audits and relevant risks to the Library; determines staff hours required; and designs programs to identify areas where there is a high probability of cost savings or where increased efficiencies can be noted.
2. As lead auditor, performs quality control procedures on final audit/internal control review reports prior to distributing and is responsible for managing the resources allocated for multiple assignments to ensure meeting or exceeding OIG goals. Reviews work performed by less experienced auditors.
3. Confers with Library management officials on audit/review services required, due dates, significant audit findings;

submits, reviews, and/or approves monthly input to the Audit Tracking System; identifies the need for assistance from external CPA firms, DCAA or other entities in support of OIG audits/reviews.

4. Advises senior OIG management of findings that have management sensitivity, major policy or acquisition implications; furnishes authoritative information on accounting/auditing issues in response to inquiries received from executive management, service unit directors and external sources.

5. Reviews audit reports containing significant issues received from GAO and non-OIG auditors; provides input to responses from senior management to audits conducted by GAO or non-OIG personnel; performs audit follow-up procedures relating to OIG, non-OIG and GAO audit reports.

MINIMUM QUALIFICATION REQUIREMENTS:

U.S. citizenship required for all positions at OIG/LOC.

Applicants must be able to obtain and retain a Top Secret clearance.

A. Candidates must have a full 4-year course of study in an accredited college or university which meets all of that institution's requirements for a bachelor's degree with an accounting major, or a degree in a related field such as business administration, finance, or public administration that included at least 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law; or at least 4 years experience in accounting or an equivalent combination of accounting, college level education, and training that provided professional accounting knowledge. **The applicant's background must also include ONE of the following:**

1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
2. A certificate as a Certified Public Accountant, Certified Internal Auditor, or a Certified Management Accountant obtained through written examination; or
3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24 semester-hour requirement in paragraph A, provided that (a) the candidate has successfully worked at the full-performance level in accounting, auditing, or a related field; (b) a panel of at least two higher level professional accountants or auditors had determined that the candidate has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and, (c) except for literal non-conformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

Candidates must have one year of specialized experience at or equivalent to the next lower grade level that demonstrates an expert knowledge of contract auditing and internal control review regulations, policies and procedures.

REMARKS: Appointment/retention is subject to a favorable evaluation of an appropriate personnel suitability investigation.

Applicants with disabilities may be considered under special hiring procedures and must attach an appropriate certification of eligibility when submitting an application. For more information about the special hiring procedures contact Bill Haig, Disability Employment Program Manager at (202) 707-7544 (Voice) or (202) 707-9948 (TTY), or e-mail whai@loc.gov.

EVALUATION METHOD: Applicants are first assessed against the minimum qualification requirements for the position. To be minimally qualified, applicants must demonstrate a minimum level of competence in the knowledge, skills and/or abilities (KSAs) required to perform the duties of

the position, and must have the length of time and level of education and/or experience as specified in the announcement. Applicants who are minimally qualified will be further evaluated to determine the degree to which they possess the KSAs identified as knowledge, skills and/or abilities. These KSAs are assigned values for purposes of rating. This rating process will determine who will be referred to the selecting official for further consideration. **You must attach a separate statement describing how your experience and/or education relates to the Selective Factor(s) and each LISTED Quality Ranking Factor or you will not be considered for this position. This statement is in addition to the information you provide describing each of your jobs.**

SELECTIVE FACTOR(S): (If you do not produce evidence of this knowledge, skill or ability, you will not receive further consideration for this position.)

Skill in performing financial, contract audits and internal control reviews.

QUALITY RANKING FACTORS: The most important quality ranking factor(s) are marked with an asterisk (*)

*1. Skill in applying (1) GAO and (2) AICPA accounting principles and professional auditing standards, (3) federal acquisition regulations/processes, related OMB circulars, (4) government internal control standards and (5) GAO/AICPA reporting requirements.

2. Skill in communicating technical/controversial issues which required the presentation and discussion of issues with experts both within and outside the organization.

3. Skill in preparing analytical, well-reasoned and useful written material (including working papers) and recommendations for management which address relevant issues in a clear, concise and organized manner.

4. Knowledge of the audit process including the planning, execution and reporting phases.

NOTE: CPA, CIA, CISA or CMA IS DESIRABLE

PROBATIONARY PERIOD REQUIRED: Yes

HOW TO APPLY:

This announcement is open to all qualified applicants.

****Applications must be received in the personnel servicing agent's Personnel Office by Close of Business of the closing date (Office closes at 5:00 p.m.)**

All applicants must submit: a resume, or an OF-612 (Optional Application for Federal Employment), or an SF-171 (Application for Federal Employment), if available; or any other written format you choose and a separate narrative addressing the Selective Factor(s) and Quality Ranking Factors. Do not send position descriptions.

Your resume or application should contain the following or you may lose consideration for this job:

Job Information:

- Announcement number, and title and grade(s) of the job for which you are applying.

Personal Information:

- SSN
- Full name, mailing address (with ZIP Code) and day and evening phone number (with area code)
- * **Country of citizenship (All federal jobs at OIG/LOC require United States citizenship)**
- Veteran's preference (attach legible copy of DD214)
- Highest Federal civilian grade held (also give job series and dates held)

Your resume must include three (3) references with complete addresses and phone numbers of individuals who are not relatives or previous supervisors.

Education:

- High school - Name, city, and state (ZIP Code if known), date of diploma or GED
- Colleges and universities - Name, city, and state (ZIP Code, if known), majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Transcripts of all college course work (if you attended two (2) or more colleges you must submit a transcript for each) or an OPM Form 1170/17, if you wish college work to be considered in qualifying you for this position; NOTE: Unofficial student copies of your transcripts are acceptable at the time of application. However, before you are hired you must provide official transcripts.
- Job-related training courses (title and year)
- Job-related skills, (for example other languages, computer software/hardware, typing speed)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates)

Work Experience:

Provide the following information for your paid and volunteer work experience related to the job for which you are applying.

- Job title (include series and grade if Federal job)
- Work experience
- Employer's name and address
- Supervisor's name and phone number
- Dates of employment
- Hours per week
- Salary Information
- Indicate whether any of the following were your reason for leaving
 - Termination of employment
 - Firing or resignation in lieu of firing
 - Leaving by mutual agreement

Indicate if we may contact your current supervisor

In addition, you must account for any periods of unemployment of over three (3) months.

In cases where a position is announced at more than one (1) grade level and you wish to be considered at all levels, you must submit separate application materials for each grade level. Otherwise, you will only be considered at the highest grade for which you qualify.

Application materials will not be returned.

Application materials received in a government franked envelope will not be considered.

You will not be given final consideration for this position until we receive your OF-306 Declaration for Federal Employment.

Most forms mentioned above may be obtained from a Federal Job Information Center or Federal government personnel office.

Submit application materials to the Library of Congress Office of Inspector General personnel servicing agent at:

Pension Benefit Guaranty Corporation
Human Resources Department
Suite 120
1200 K Street, N.W.
Washington, D.C. 20005
(202)326-4111
Fax (202) 326-4114
For TTY/TDD users, call the federal relay service toll-free at 1-800-877-8339 and ask to be connected to (202) 326-4111.

THE LIBRARY OF CONGRESS BACKGROUND SURVEY QUESTIONNAIRE

000089

Note: In order to be considered for a vacancy, you must return this form along with all other application materials.

INSTRUCTIONS: Please print entries in dark ink.

1. NAME (last, first, middle initial): _____

2. Date of Birth

3. TODAY'S DATE (month/date/year): _____

4. SOCIAL SECURITY

5. How did you learn about this vacancy at the Library of Congress?
(Please check the appropriate code boxes below. You may select up to three choices.)

Note: The information from this survey will be used to help the Library of Congress (LC) evaluate its recruitment strategies.

- | | |
|--|--|
| 01" Federal Research Service's <u>Federal Career Opportunities</u> | 15" Friend or Relative Not Working at LC |
| 02" Other Private Information Services | 16" Professional Association |
| 03" Newspaper Ad | If yes, please specify: _____ |
| If yes, please specify: _____ | 17" LC Vacancy Announcement: Posted on Library |
| 04" Magazine Ad | Congress Bulletin Board |
| If yes, please specify: _____ | 18" LC Vacancy Announcement: Circulated to Other |
| 05" Professional Journal | Federal Agencies |
| If yes, please specify: _____ | 19" LC Vacancy Announcement: Circulated to Library |
| 06" Radio/TV | Schools |
| 07" Private Employment Office | 20" LC Vacancy Announcement: Received in Mail |
| 08" State Employment Office (Unemployment Office) | 21" Telephone Calls to the Library of Congress |
| 09" Minority/Special Recruitment Sources | Employment Office |
| 10" Library of Congress Recruitment at School or College | 22" Library of Congress Employment Hotline |
| 11" School or College Counselor or Other Official | 23" Other (specify): _____ |
| 12" Federal, State or Local Job Information Center | 24" U.S. Office of Personnel Management's Website |
| 13" Religious Organization | 25" Monster.com Website |
| 14" Friend or Relative Working at LC | |

The information requested in Item 6 below will be used strictly for personnel and EEO research to help the Library of Congress meet the requirements of Federal law. You are strongly encouraged to complete this section. Although doing so is voluntary.

6. Please categorize yourself in terms of the race, ethnic, gender, and disability categories below. First read definitions of subcategories.

DEFINITIONS

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY [A]

HISPANIC: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Hispanic culture or origin, regardless of race.

RACE [B]

AMERICAN INDIAN or ALASKAN NATIVE: A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

ASIAN or PACIFIC ISLANDER: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

BLACK: A person having origins in any of the black racial groups of Africa.

WHITE: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

DISABILITY [C]

A person having any physical or mental impairment which severely limits one of life's major activities.

A. ETHNICITY "

1. Hispanic Origin
2. Not of Hispanic Origin

B. RACE "

1. American Indian or Alaskan Native
2. Asian or Pacific Islander
3. Black
4. White

C. DISABILITY "

1. Yes
2. No

D. GENDER "

1. Male
2. Female